

Sample Completed/Obligated Task Order

Page 1 not shown (SF 1449 "Solicitation/Contract/Order for Commercial Items")

TraiNet Deployment Support - [Organization Name]

1. Order

Under Section C of USAID contract # FAO-E-00-99-00022-00 (a Blanket Purchase Agreement (BPA) with the DevIS GSA schedule for Information Technology Services), the following labor categories are hereby ordered:

| <u>Labor Categories</u> | <u>Hours</u> | <u>Rate</u> | <u>Total</u> |
|--------------------------------|---------------------|--------------------|------------------------|
| MIS Spec. Senior - S3 | 56 | \$102.02 | \$ 5,713 |
| MIS Spec. Mid Level - J1 | 40 | \$52.53 | \$ 2,101 |
| IS Spec. - IS2 | 8 | \$39.39 | \$ 315 |
| | Subtotal: | | <u>\$ 8,129</u> |

Direct Costs*

| | | | |
|--------------------|------------------|--------------|------------------------|
| Air Travel | | | \$ 600 |
| Hotel/M&IE | 6 nights | \$ 165/night | \$ 990 |
| Other Direct Costs | | | \$ 245 |
| | Subtotal: | | <u>\$ 1,835</u> |

TOTAL: **\$ 9,964**

*Other Direct Costs will be reimbursed actual expenses on a time and materials type basis.

2. Scope of Work

2.1. Background

USAID has implemented a distributed automated system to manage its training requirements. The new Agency-wide management system is called Training Results and Information Network (TraiNet). The TraiNet system incorporates the "Training for Results" approach to ensure that USAID training end products efficiently supports Activity objectives. TraiNet is the official USAID training data management system as required by ADS-253. For assistance with the implementation of this program, USAID has negotiated a BPA with DevIS. This BPA does not require competitive justification and provides for the ordering of all labor categories.

2.2 Objective

The objective of this Task Order is to support the implementation of TraiNet to [Organization Unit x].

2.3 Period of Performance

The period of performance is from [date x through date y], [one week on-site] plus preparation, travel and follow-up.

2.4 General Tasks

Under this Task Order, the [*Organization Unit x*] will secure technical assistance from DevIS to assist the Mission in the efficient planning and implementation effort of the TraiNet software. DevIS shall be formally responsible for implementing the TraiNet system in the Mission using the minimal management of training data.

2.4.1. Install and configure the TraiNet software on the two computers located at USAID/[*Organization Unit x*]- one with full access into the database and the other one with look-up function only.

2.4.2. Convert the existing training data for use with TraiNet.

2.4.3. Train the Mission staff and contractors to use the many TraiNet features and capabilities; and

2.4.4. Develop new policies and procedures for the Mission's TraiNet administration which includes establishing protocols to ensure the timely and accurate electronic exchange of training data from contractors to Missions, and from Missions to USAID Washington.

2.5 On-site Tasks

DevIS shall be provided use of USAID facilities and equipment for on-site training for Mission staff and contractor/grantees.

2.5.1. TraiNet Overview to Mission Management.

DevIS shall introduce TraiNet to mission management to provide an overview of the new software and how the Mission is planning to adapt the system to comply with AID/W requirements. The end result of this activity is for Strategic Objective (SO) Team Leaders and the Executive Office to understand the new system and its plan to administer it to gain support and commitment on the use of the new system. This activity will last 30 to 45 minutes, including time for questions and answers. Two days shall be programmed for extended TraiNet meetings with SO teams and contractors/grantees.

2.5.2. Software Installation and Configuration at the USAID Mission.

DevIS shall work with Mission data management staff to install and configure TraiNet on the two computers located at [*Organization Unit x*] – one with full access into the database and the other one with look-up function only. The TraiNet consultant shall be available to provide data management staff with technical support in deploying the TraiNet software. (Please note that the Mission shall not provide any technical assistance support to non-Mission TraiNet users, i.e. contractors/grantees. The Mission shall only provide the contractors/grantees with the TraiNet software package at no cost which includes a Setup and Installation Guide).

2.5.3. Training Mission Staff.

The Mission Training Coordinator and a data management staff shall be provided with in-depth training which includes Data Entry, Data Analysis, Management Oversight, and Configuration Management. This training shall be conducted on site and cover the following:

- Installation and Administration Issues;
- Background on the TraiNet Training Framework;
- Data Entry of Trainee Information;
- Basic Reporting;
- Importing Data from other TraiNet sites;
- Exporting Data to G/HCD;
- Procedures for Exchanging Data with Coordinating Sites;
- Planning and Monitoring within the TraiNet Training Framework;
- Procedures for Collecting Data for Results Reporting;
- Using TraiNet to Implement Training Programs;
- Mission Level Reporting;
- Data Mining; and
- Custom Data Collection and Reporting.

2.5.4. Training Contractor Staff.

The session will cover at least the following:

- Installation and Administration Issues;
- Background on the TraiNet Training Framework;
- Data Entry of Trainee Information;
- Basic Reporting;
- Importing Data from other TraiNet sites;
- Exporting Data to G/HCD;
- Procedures for Exchanging Data with Coordinating Sites;
- Planning and Monitoring within the TraiNet Training Framework; and
- Procedures for Collecting Data for Results Reporting.

2.6. Off-site Tasks

2.6.1. Complete PTMS Conversion.

“Basic” PTMS data conversion to TraiNet format is done by DevIS for Missions via a G/HCD BPA Task Order. “Basic” conversion is simply the direct conversion of PTMS data to a “Single Mission Site ID” owner without any data “clean-up.” Below are one-time conversion services that are not provided by the G/HCD Task Order which the Mission needs. Thus, DevIS shall:

- Develop a list showing how PTMS data would be distributed among a Mission and its contractors for training program management.
- Pre-load the Mission Site ID table so there is no confusion when setting up TraiNet at contractor sites.

- Separate out Active Activities by Site ID from historical projects which would be in an archived format.
- Convert PTMS so that each Site receives only the data it is responsible for.
- Link Active Activities to appropriate SO/IRs.
- Provide access Historical Activities archive.
- Clean up Active data.

2.6.2. PTMS Backlog Coordination

The current PTMS data has a backlog since FY 96 – approximately 150 participants are not yet inputted into the system. Thus, [Organization Unit x] shall coordinate with DevIS the proper timing of inputting the backlog to ensure that the Mission is ready for its visit in [May 1999].

2.6.3. Data Quality Review.

Given data entry from multiple contractor/grantee sites, DevIS shall perform a quarterly review of the data being entered into the system to ensure completeness and accuracy. Corrections shall be done by the Mission with the assistance of DevIS. This task shall be required for one year beginning [October 1, 1999]. The Mission shall forward the TraiNet data to DevIS.

2.6.4. DevIS shall assist the Mission to develop new policies and procedures for the Mission's TraiNet administration. DevIS will be available to provide technical assistance via e-mail in identifying and resolving post-implementation problems.

3. Limitation of Government Liability

Pursuant to FAR 52.216-24, the Limitation for Government Liability for performance under this contract is [\$8,129] for Labor, and [\$1,835] for Other Direct Costs. Under no circumstances shall the contractor exceed [\$8,129] for Labor and [\$1,835] for Direct and Other Direct Costs in performing this contract.

4. Funding Information is as follows:

| | |
|---------------|--------------|
| NMS#: | #### |
| Activity: | Xxxxxxx |
| Account: | XX99XXYYCC99 |
| RC: | ##### |
| Organization: | ##### |
| Amount: | \$###,###.00 |

End of sample Task Order.....